

## Examination Rules

### All schools excluding the School of Counselling

Examinations are held under supervised, timed and controlled conditions.

Students must sit for the examination at the scheduled time and place as prescribed by the Registrar unless special circumstances apply.

#### *Conduct at examinations*

Students must bring their current student identification card into the examination room and keep it displayed at all times.

Students must comply with all directions given by the examination invigilator and all instructions outlined on the examination material or displayed in the examination room.

When requested, students must permit examination invigilators to inspect any material taken into or out of an examination room.

A student's behaviour must not disturb, distract or adversely affect any other student.

Students are not permitted to remove any examination material from the examination room at any point in time. All examination papers and materials must be handed to an examination invigilator before leaving the examination room.

#### *Requirements for entering or leaving*

Students are not permitted to enter or leave an examination room unless instructed by, or with the permission of, an examination invigilator. Students are not permitted to leave an examination room for any reason other than an emergency:

- In the first 30 minutes of the examination working time
- In the last 10 minutes of working time so as to minimise disruption to other students

Students who arrive late but before 30 minutes of working time have elapsed will be permitted to undertake the examination. However, no additional working time will be allowed.

Students who arrive after 30 minutes of working time have elapsed will not be permitted to enter the examination room.

#### *Conduct during the examination*

Upon entry to an examination room, a student will not communicate by word or otherwise with any other person except the examination invigilator or examiner.

### *Material allowed to be in the possession of the student*

Students are not allowed to have mobile phones or other electronic devices including smart watches in their possession during the examination. All mobile phones must be turned off prior to entering the examination room and may be left at the front of the examination room with the invigilator.

Students are permitted to take into the examination room:

- Writing materials needed to complete the examination such as pens and pencils, ruler and white out.
- Water in a clear container
- Any other materials approved for the examination that have been specified in writing prior to the examination.

### *Penalties*

Students who are found to have breached any of the above rules for examinations may be found to have engaged in academic misconduct and are subject to the [Academic Misconduct Policy](#).

### *Alternate Examination Sittings*

If a student is unable to sit an examination in the scheduled time due to special circumstances beyond the student's control the student may be granted an alternate examination sitting. The Registrar will prescribe an alternative examination, time and place.

Alternate examination sittings will only be approved in the following circumstances:

- Medical or compassionate reasons
- Religious preclusion of attendance. These must be communicated to the Registrar who will prescribe an alternative examination, time and place.
- Work commitments which are unforeseen and beyond the student's control
- Competitive sporting event at a state, national or international level
- Military service

Applications for special circumstances must be made to the Academic Program Coordinator and must include documentary evidence to support the case for an alternate examination sitting. Students will need to provide documentation from a doctor, counsellor, employer or independent member of the community, which states:

1. The date the special circumstances began
2. How the circumstances preclude the student from sitting the scheduled examination
3. The date it became apparent that the student could not sit the examination at the scheduled time.

Students with disabilities are normally required to sit the examination at the scheduled time and place however reasonable adjustments will be made to address the effects of their disabilities.

## **Explanatory notes**

### **Arrival Time**

Students should ensure that they arrive outside the examination room before the published start time

### **Verification of student identity**

- Students must present acceptable forms of identification when entering the examination room. Acceptable forms of ID are those that display a photo, e.g. ACAP student ID card, driving licence or valid passport.
- Students must place their identification on the examination desk with photo facing upwards for the duration of the exam.
- Hats or hoods are permitted but will be inspected to ensure no non-permitted items are being concealed, such as headphones which are strictly forbidden.
- Any headwear worn for religious or medical purposes will not have to be removed. Where the headwear prevents the invigilator from confirming a student's identity, this will be noted and reported to the school.

### **Multiple examinations in the same room**

Occasionally, multiple examinations will be held in the one examination room.

- It is the student's responsibility to ensure the examination paper they are sitting is the correct paper.

### **Late Arrivals**

- Students will be admitted into an examination up to 30 minutes into the working time which means 40 minutes after the published start time as the first 10 minutes are usually reading time.
- If a student arrives more than 40 minutes late (including reading time), they will be refused entry to the exam.

### **Items not permitted**

- Large items such as handbags, backpacks and coats must be placed at the front of the examination room.
- Small items such as wallets, purses, mobiles and keys can be stored underneath a student's examination desk but these must not be accessed during the exam. See below for further information on mobile devices.
- Mobile phone/communication devices including but not limited to mobile phones, smart watches, pagers, MP3/MP4 players, iPods, tablet computers, laptop computers, personal

organisers, electronic dictionaries, and unauthorized calculators are not permitted. Please note that “non-smart” wrist watches are permitted but invigilators have the right to examine a watch if they suspect it may be used for misconduct.

The items listed above are strictly banned from use and must be turned off (not silent/vibrate). It is preferable that they are left in students’ bags/coats away from the desk but it is acceptable for these devices to be placed underneath the desk and out of the student’s sight and reach. They must not be on the desktop or student’s person.

If a student uses one or more of these devices during the examination, it will be confiscated for the duration of the examination and returned to the student at the end. The student will be reported to the school and will face academic misconduct charges.

### **Leaving An Examination Early**

- For exams which are greater than 1 hour, students may not leave the examination room within the first 40 minutes of the published start time, including reading time. When finished, students must alert an invigilator and wait for their examination papers to be collected before leaving the examination room.
- Students cannot leave the examination room in the last 10 minutes of the exam.

### **The End of the Examination**

- When the end of the examination is announced, students must stop writing. If they continue to write, an invigilator will note this on the Incident Report form.
- Students must stay in their seats and remain silent until the lead invigilator instructs them to leave. Students must leave the room and building quietly and promptly.